



# Seven Sorrows

of the Blessed Virgin Mary School



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Principal Mrs. Angela Warner, MEd

## Parent/Student Handbook

### 2025-2026



# SEVEN SORROWS OF THE BLESSED VIRGIN MARY SCHOOL

## HANDBOOK FOR PARENTS & STUDENTS

2025-2026



### The Seven Sorrows of Mary:

1. The Prophecy of Simeon (Luke 2:34-35)
2. The Flight into Egypt (Matthew 2:13-21)
3. The Loss of Jesus for Three Days (Luke 2:41-50)
4. The Carrying of the Cross (John 19:17)
5. The Crucifixion of Jesus (John 19:18-30)
6. Jesus Taken Down from the Cross (John 19:39-40)
7. Jesus Laid in the Tomb (John 19:39-42)

### Seven Promises to those who meditate on Our Lady's Seven Sorrows:

The Blessed Virgin Mary grants seven graces to the souls who honor her daily by meditating (i.e. mental prayer) on her seven sorrows (dolors). The Hail Mary is prayed seven times, once after each meditation.

1. "I will grant peace to their families."
2. "They will be enlightened about the Divine Mysteries."
3. "I will console them in their pains and I will accompany them in their work."
4. "I will give them as much as they ask for as long as it does not oppose the adorable will of my Divine Son or the sanctification of their souls."
5. "I will defend them in their spiritual battles with the infernal enemy and I will protect them at every instant of their lives."
6. "I will visibly help them at the moment of their death. They will see the face of their Mother."
7. "I have obtained this grace from my divine Son, that those who propagate this devotion to my tears and *dolors*, will be taken directly from this earthly life to eternal happiness since all their sins will be forgiven and my Son and I will be their eternal consolation and joy."

**AGREEMENT TO HANDBOOK POLICIES:** A form is provided with this handbook which parents/guardians are required to sign. All signed forms will be kept on the file in the school office. Your signature is an acknowledgement of an agreement to the policies and procedures of Seven Sorrows of the Blessed Virgin Mary School.

Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to create any contractual obligations, expressed or implied, on the part of the Diocese or school. Contents of the handbook are subject to alteration or modification by the school, as circumstances require.

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# **Seven Sorrows of the Blessed Virgin Mary School**

## **INTRODUCTION**

Catholic schools have been present in Middletown since the 1800's. In August 1880, two sisters of Saint Francis arrived to teach at the "first Catholic school" in Middletown. Thirty pupils were enrolled that year. The current Seven Sorrows of the Blessed Virgin Mary School opened September 4, 1951, under the name of St. Mary's Parish School. The school was located at the corner of Race and Conewago Streets in Middletown, PA.

The initial facility was built to accommodate 500 students and was erected at a cost of \$350,000. The first facility consisted of four Dominican Sisters from the Mother House and Sister College in Columbus, Ohio, and four secular teachers. There were 293 students in grades 1-8, and 70 students in kindergarten. On June 8, 1952, thirteen eighth graders received diplomas in the school's first graduation ceremony. Some of the members of that first graduating class are still active members of the parish today.

In 1972, the Dominican Sisters left Seven Sorrows and were replaced by the Adorers of the Blood of Christ, from Columbia, PA. After years of dedicated service to Seven Sorrows students, the Adorers of the Blood of Christ left the school and parish in June 1995.

When the 21<sup>st</sup> century arrived, it was obvious that the original building needed to be updated. On June 1, 2008 ground was broken for a new school building at 360 East Water Street. This time the building cost \$5.6 million. The following year on August 30, 2009, Seven Sorrows of the Blessed Virgin Mary School was dedicated by Bishop Kevin C. Rhoades. Currently, the school consists of students PreK-3 through 8<sup>th</sup> grade. Today the school is both PA Certified and Middle States Accredited. The school's mission has always been to provide education of the highest academic excellence, while integrating the church's spiritual teachings to help students form solid, spiritual values and healthy relationships.

## **MISSION STATEMENT**

Seven Sorrows of the Blessed Virgin Mary Catholic School develops each child spiritually, emotionally, academically, physically, and socially through a loving union between the family, parish and community.

## **VISION STATEMENT**

Our students will distinguish themselves by their exemplary character and critical thinking enabling them to live successful lives illumined by faith in Jesus Christ.

## **STATEMENT OF BELIEFS**

- We believe that the teachings of Jesus are the cornerstone on which we base our relationship with one another.
- We believe that prayer and service are central to our faith life and is a pathway to a stronger relationship with Jesus.
- The entire school community is dedicated to creating a safe, secure environment in which learning is the top priority. The principal is the leader who sees that the school continually improves and meets the needs of its faith community.
- The faculty and staff are models through their words and examples. They impart purpose and direction to the lives of their students. By providing personal attention and by challenging all students to work to their potential, they show students how to think independently and apply the knowledge they have learned.
- The families provide the example for practicing their religion. They are encouraged to participate in their children's education through our Volunteer Policy.
- Family input is considered valuable in making changes and supporting school policy and is essential to an attitude of respect and consistency.

- The students, our most precious resource, are encouraged to live out what they learn about God's teachings, especially in their interactions with their peers. Students in the PreK-3 - 8 are disciplined not only in behavior but also in academics. They are given the opportunity to openly practice their faith and develop personal integrity.
- The entire school family is committed to a sense of community – a community with a balance of spirituality and academics and their practical application.
- We believe that all students should have the opportunity to grow spiritually, emotionally, and academically within a safe, positive learning environment.

### **Parents as Partners**

Parents are an integral part of their student's success in school and must be engaged in the following:

- Supporting the religious and educational goals of the school.
- Treating teachers with respect and courtesy in discussing student problems.
- Support and cooperating with the discipline policy of the school.
- Informing the school of any special situation regarding the student's well-being, safety, and health.
- Notifying the school with a written note when the student has been absent or tardy.
- Notifying the school office of any changes of address, email address or important phone numbers.
- Reading school notes and newsletters and showing interest in the student's total education.
- Completing and returning to school any requested information promptly.
- Participating in school activities such as Parent-Teacher Conferences.
- Seeing that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
- Using forms of social networking such as Facebook in a responsible manner.
- Meeting all financial obligations to the school.

**\*See Appendix for the Code of Christian Conduct.**

## **POLICIES & PROCEDURES**

### **ABSENTEEISM**

PA State law requires children to attend school. School begins promptly at 8:15 a.m. Any student arriving after this time must come in through the school office and have a parent sign them into the building. The student will be considered late, unless a doctor's/dental excuse is given at that time. Students need to be in attendance prior to 11:30 a.m. in order to be considered present for the morning session. Students who arrive after 11:30 a.m. will be considered absent for one-half day.

**When a child is absent, the parent must call or email the school (717- 944-5371) by 8:30 a.m.**

A reason for the child's absence must be given. The office must receive a phone call or email each day that your child is absent. If a call or email is not received, the office staff will call your home to check on your student. If contact is unsuccessful, the absence will be recorded as **unexcused**.

The following are circumstances that are recognized as excused absences from school:

1. Personal illness
2. Death in the family
3. Serious family illness
4. Educational and/or scholastic trip experiences pre-approved by the Principal.

If a child is absent from school, immediately upon return, the student must present an excuse signed by a parent/guardian. **If the excuse is not returned within (3) days, the absence will be marked as illegal and unexcused.** No written excuse is required when Parents/guardians email the office to begin with.

Should a student be absent three or more days in succession, a doctor's note will be required upon return to school. If a student accumulates ten (10) days of cumulative absence, a doctor's excuse will be required for each absence thereafter. Parents will be notified in writing when absences reach 10 days.

**Tardiness:** Students who arrive after 8:15 a.m. are considered tardy. Tardy students must be signed in by a parent or guardian at the office.

Pennsylvania's Truancy Law: Definition of "habitually truant"- Having 6 or more school days or unexcused absences during the school year

Procedure when a child is "habitually truant":

Under 15 years of age- Principal must refer the child to either:

- A school based or community based attendance improvement program
- The county Children and Youth Agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act

Principal MAY

- Conduct a School Attendance Improvement Conference
- File a citation against the parent of a habitually truant child under 15 in a magisterial court
- Withdraw the child from school

**School Attendance Improvement Conference:** A conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The law requires schools to invite the following individuals to the conference:

- The Child
- The person in parental relation to the child
- Other individuals identified by the person in the parental relation who may be a resource (example: grandparent, sibling, family friend, advocate, community member, etc.
- Appropriate school personnel
- Recommended service providers (example: case managers, behavioral health providers, probation officers, children and youth practitioners.)

The school must provide verification that it convened and held a student Attendance Improvement Conference.

- Principal must make a meaningful attempt to encourage parent participation in the Attendance Improvement Conference by advance written notice and attempts to communicate via telephone.
- Conference will be held and documented if the parent declines to participate or fails to attend.
- There is no legal requirement for either the child or parent to attend the conference. Legal action to address unexcused absences may only occur after the date of the scheduled Attendance Improvement Conference has passed.

## **ACCEPTABLE USE POLICY**

Use of the internet provides educational benefits to students. Some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the internet is given as a privilege to students who agree to act in a considerate and responsive manner. We require that students and parents/guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for their behavior when using school computers, electronic devices, and the internet. General school rules for behavior and communications apply.
2. Files created by students on the school computers, and/or with software administered by the school, are considered school property and are fully available to the school staff. The school may review files and internet communications to maintain system integrity and ensure that the students are using the technology systems responsibly. All email messages are the property of the school/organization who are owners of the equipment.

3. No student is permitted to have access to school computers, electronic devices, and /or the internet without staff supervision. While accessing the internet, students are expected to only access internet sites or applications that the teacher has deemed necessary and/or appropriate at the specific time of technology use. A student may lose access to school computers and/or the internet if found in violation of this policy. Restitution for damage to school computers, electronic devices, and /or software applications will be the responsibility of the parents/guardians of the student.
4. All students are instructed in appropriate online behavior, internet safety and the awareness and prevention of cyber bullying each year. All forms of cyber bullying are unacceptable and will not be tolerated. Offenders shall be subjected to appropriate discipline as noted in Diocesan Policy 5136A. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).
5. The following are not permitted:
  - Receiving, displaying, or sending offensive messages and/or pictures
  - Using obscene language in communication
  - Insulting, harassing or verbally attacking others
  - Receiving, displaying or sending offensive, threatening, violent and/or destructive information or pictures on the internet
  - Damaging computer equipment, programs and networks
  - Violating copyright laws
  - Using or accessing another student's password, folders, work, and email
  - Using unauthorized access to restricted information
  - Playing games other than assigned by a teacher for educational purposes
  - Using school computers and the internet for "chain letters" and messages broadcast to mailing lists or individuals
  - Employing the school computers and the internet for commercial purposes
  - Revealing on the internet one's personal address and/or phone number or the address and/or phone number of any other person without the permission of that person and the permission of the teacher
  - Use of "chat rooms" on the internet which are morally inappropriate and violate Catholic doctrine and/or moral teaching
  - Using "foreign" CD's/flash drives, etc., that have not been screened for viruses
  - Any other use of technology which would be deemed inappropriate by the school

### **Sanctions:**

1. Students who do not use internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the principal.
2. Disciplinary or legal action may be taken by the school or other interested parties.

### **Legal Issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example under Pennsylvania law: ".....disclosing a password to a computer system, network, etc, knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa.C.S. 3933)(a) (2) and (3)..."

**FOR STUDENTS:** I have read the rules for acceptable on-line behavior, I understand the rules and I agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose network privileges at my school. Signing the Seven Sorrows BVM Handbook includes agreement and compliance with the internet Acceptable Use Policy rules.

**FOR PARENTS/GUARDIANS:** As the parent/legal guardian of the minor student, I grant permission for my child/children to access networked computer services such as electronic mail, educationally appropriate software, and the internet. I understand that some materials on the internet may be objectionable, but I accept responsibility for providing guidance to my child(ren) on internet use both inside and outside the school setting and I will communicate standards my child/children are to follow when selecting, sharing, or exploring information and media. Signing the Seven Sorrows BVM Handbook includes agreement and compliance with the internet Acceptable Use Policy rules.

**\*See Appendix for the Technology Policy - 6230**

### **ADMISSION INFORMATION**

Seven Sorrows BVM School does not discriminate on the basis of race, color or ethnic origin in the principal of its educational policies, admission policies, athletics and other school-administered programs.

**\*See Appendix for the Catholic School Parent's Memorandum of Understanding.**

All students seeking admission to Seven Sorrows BVM School must complete and submit an application and registration form and fee. After an interview with the principal, providing there is room in our classes and the child has no academic or emotional problem that would hinder his/her education at this school, the child may be admitted to Seven Sorrows BVM School. Academic records must be present/available to enroll. **Students are admitted on a provisional 60-day probation period (1 trimester) in order to assure both parents and teachers that we are able to meet the student's needs.** A meeting at the end of the trimester may be scheduled to evaluate the student's progress.

**Failure to accurately report any learning disabilities or other problems a child may have may result in the removal of the child from Seven Sorrows BVM School. Every student must be immunized according to PA State Law against such diseases as the Pennsylvania Secretary of Health directs.**

### **Catholic Students**

All Catholic families sending children to Seven Sorrows BVM School are expected to be registered and active in the Parish and to practice their faith by attending mass on all Sundays and Holy Days of Obligation. We strongly recommend they attend regular devotions such as Forty Hours and Stations of the Cross. Catholic families failing to meet these obligations may be subject to non-Catholic tuition rates.

### **Non-Catholic Students**

We respect the individual beliefs of all non-Catholic families whose children are enrolled in our school. These students are expected to participate in and respond to our religious activities in Church and classroom with respect and the good manners of a guest. All enrolled students will participate in all aspects of the religious education program with the exception of the final phases of sacramental preparation programs. These requirements include attendance at regularly scheduled classes in religion, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school's program. All students are expected to attend weekly worship services in their own Churches or here at Seven Sorrows BVM.

### **Age Requirements for K3, K4, Kindergarten**

- 3 year old Kindergarten - child must be 3 on or before September 1 and completely toilet trained
- 4 year old Kindergarten – child must be 4 on or before September 1 and completely toilet trained
- Kindergarten – child must be 5 on or before September 1 and must complete the kindergarten testing

Every student, prior to admission to school for the first time, must be immunized according to PA State Law against such diseases as the Pennsylvania Secretary of Health directs.

## **ARRIVAL/DISMISSAL PROCEDURES**

Students who are car riders will be dropped off and picked up in the car line. Students must be dropped off no later than 8:15 a.m. Students should be picked up at dismissal at 3:05 p.m. Car riders are expected to follow the directions of the Staff on car duty. Do not enter the driveway in front of the school where buses will be loading and unloading.

## **ARTIFICIAL INTELLIGENCE (AI)**

This policy is designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs, such as ChatGPT, across all educational activities within the school. While AI can significantly enhance the educational experience by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

- **Approval and Oversight:**  
The use of AI programs for any school-related activity must receive prior approval from the relevant authority (teacher, department head or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.
- **Responsible and Ethical Use:**  
AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.
- **Originality and Attribution:**  
Work produced with the aid of AI must be original and include proper attribution when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.

**Consequences for Policy Violation:** Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to:

- **First Offense:** Warning and mandatory educational session on ethical AI use.
- **Second Offense:** Loss of technology for a specified period, parent/guardian notification, and a reflective assignment on the importance of academic integrity.
- **Repeated Offenses:** more severe disciplinary actions, such as detention, suspension, or expulsion based on the school's disciplinary framework. Academic penalties may also apply, including grade reduction or failure for the related assignment or course.

## **ATHLETICS**

Seven Sorrows Parish has athletic programs for students of all ages. Seven Sorrows Athletic Association's meetings are held monthly. Everyone is welcome.

## **BOOKS**

All students are responsible for taking care of his/her books. Textbooks and workbooks are supplied to each student. All textbooks must be handed in at the end of the school year. **Students are responsible for payment of any damaged or lost books. This includes any lost or damaged library books.**

## **CHANGE OF ADDRESS, PHONE NUMBERS OR EMAIL**

Please notify the school office if any of the following changes occur: address change, phone numbers, or email.

## **CHILD CUSTODY MATTERS**

A copy of any custody court orders must be on file at the school office. Our policy is to abide by the determinations of the court. We will work with both parents to create a stable environment for the child within the guidelines of the court.

## **COMMUNICATION: STUDENT/PARENT/SCHOOL**

Communication between students, parents and teachers is an important element in a child's education. In order to establish better communication, the following guidelines serve as a way to handle problems at school as they might arise.

1. Open a dialogue with your child's teachers. Let them know your willingness to help if problems occur.
2. Let your child's teachers know that you appreciate hearing positive information about your child.
3. If your child is experiencing academic difficulty, it is important for you to discuss the problem with him or her. Encourage your student to talk to the teacher involved to find a solution.
4. If your child's communication with the teacher is not successful, parents should arrange to talk with the teacher so that the student, teacher, and parents can work together.
5. Let your child know that you are aware of his/her problems and encourage him/her to follow the proper problem-solving techniques mentioned above. There should be always a united front between home and school.
6. If the problem persists after the steps above have been taken, contact the principal for further assistance.

Communication between school and parents will be sent in various ways. Newsletters and calendars are sent home to inform parents of upcoming events. Pertinent information is also emailed to families and posted on the school website. We encourage parents to provide the office with an email address.

## **CONFERENCES: PARENT – TEACHER**

At the beginning of each school year, teachers present their particular plan of action for the year at the scheduled Back to School Night. Parents are able to meet their child's teacher(s) and visit the classroom. Parents are asked to attend this meeting to ensure communication and expectations between home and school.

Parent conferences are held in November and March. They are designed to provide parents and teachers with an opportunity to exchange information, ideas, and concerns. The conferences give teachers insights into their students and give parents a better understanding of their child's progress in school. Anyone other than biological parents and stepparents wanting to attend the conferences need prior permission from all parties. A parent who wishes to meet with a teacher at any other time should contact the teacher to arrange an appointment.

## **COUNSELING**

A counseling program is available for grades K-8 thru CAIU to assist students in social and educational skills. Teachers and parents are free to refer an individual student to the school counselor as the need arises. If the counselor desires to see the student on a continuing basis, a signed permission slip must be obtained from the parent prior to the first formal session. Advisory counseling is available to parents upon request. The school's counselor may be reached directly by calling the school office.

Children and parents who are recommended for counseling are expected to submit to that counseling for the good of all concerned. Refusal to comply may result in withdrawal from Seven Sorrows BVM School.

## **CURRICULUM**

Kindergarten – The course of study for Kindergarten is a developmentally appropriate program designed by the Diocese to develop math and reading skills through “hands on” class activities.

- Grades 1 – 5 are self-contained classrooms.
- Grades 6, 7, and 8 are departmentalized for religion, language arts, science, mathematics, and social studies.

In all grades, primary emphasis is placed on religion as a content area subject as well as an integrated part of the entire curriculum. Students are challenged to work to their ability. Physical education, art, music, library science, Spanish and STREAM are offered to children in Kindergarten through eighth grade each week.

## **DISCIPLINE**

Students are expected to behave in a manner that reflects the teachings of the Catholic Church inside and outside of school and at school-sponsored activities. Failure to do so may result in disciplinary action.

Day-to-day discipline at Seven Sorrows BVM School is the responsibility of the teachers, staff, and principal. Parents share the responsibility to enforce Seven Sorrows BVM School discipline policies.

Although each case of disciplinary correction will be judged on its own, the principal and teachers will endeavor to be consistent and fair when enforcing the school rules.

### **Preventive Discipline Policy**

The steps outlined below are intended to permit a fair, prompt and orderly response to any school-related problems. In cases where serious disagreement between the school and parents cannot be resolved amicably, or in cases where the conduct of parents is deemed to interfere with the educational mission of the school, Seven Sorrows BVM School reserves the right to require parents to withdraw their child.

To avoid inappropriate behavior, the student will:

1. Respect the authority of the principal, faculty, staff and volunteers, as well as, the rights of other students.
2. Strive to develop the Christian values of honesty, courtesy, appropriate language, respect for school property and the personal property of others.
3. Strive to develop proper study habits.
4. Realize his/her own self-worth and contributions, along with his/her strengths and limitations.
5. Realize that he/she is accountable for choices made.

### **Rules**

The general school rules include the following:

1. Students are to keep utmost reverence for the Blessed Sacrament during any Church celebration.
2. Students are to keep their hands, feet and all objects to themselves.
3. For safety reasons, students are to walk, not run, in the building. On stairways, they will keep to the right.
4. Proper language is to be used at all times.
5. Honesty is expected in class work, homework, testing, and in speaking to others.
6. While in the building, students are to move about quietly, respecting the learning situations of others. No shouting or running in classrooms, hallways, restrooms or the cafeteria is permitted.
7. The Uniform Code is to be followed at all times unless relaxed by the principal for special occasions.
8. All students must finish eating in the cafeteria. Food may not be taken on the playground without permission.
9. Gum chewing is not permitted in or on school property.
10. Students are to show respect for their teachers and peers.
11. Foreign substances or instruments, which could cause bodily harm to the student or another person, are not allowed on school premises.
12. School rules apply at all school functions even when held elsewhere.
13. No form of harassment, threat or act of violence will be tolerated. Such a violation may result in the expulsion of a student.

### **Consequences for Disregarding the Rules**

The consequences for disregarding Seven Sorrows BVM School rules are suited to the seriousness of the offense, the age of the student, and/or a continued disregard for the rules. These consequences include meeting with the principal, timeouts, detention, suspension, and up to expulsion. Students are held accountable for their choices.



The following chart is used as guidance of consequences and adaptations may be made according to the nature of the situation. Detention and suspensions will include notification to the parent and student conference with the principal.

<b>Behavior</b>	<b>Verbal Altercations</b> (name calling, gossiping, social exclusion, etc)	<b>Physical Altercations</b> Pushing, Shoving, Hitting	<b>Physical Altercations</b> Severe Hitting & Fighting
1st Time	Verbal Warning	Lunch Detention for 1 day	Suspension from 1 to 3 days
2nd Time	Detention (Lunch)	Lunch Detention for 1 week	Suspension out of school minimal 3 days
3rd Time	After school detention	Suspension for min 1 day	
4th Time	Suspension for min 1 day		

**Serious Infractions** may result in immediate suspension, dismissal or detention and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of Serious Infractions include but are not limited to the following:

- Truancy (unexcused absence)
- Violent Behavior: any fighting or behavior that results in physical injury.
- Blatant disrespect for authority: to any adult in the building
- Possession and/or use of drugs/narcotics/tobacco/nicotine/alcoholic beverages on campus or on the bus
- Irreverence
- Profane/obscene language or gestures or engaging in immoral conduct
- Possession of any item which may present a danger to others in school or outside of school
- Cheating/Plagiarism/Forgery
- Stealing

### **Detention**

The principal reserves the right to determine the issuance of detentions as well as any other consequence for any warranted offense. Detentions will be held after school until 4:00pm and transportation will be the responsibility of the parent or guardian. If students are not picked up by 4:05 pm they will be sent to the after-school program and fees apply.

### **Bullying, Cyber Bullying and Harassment**

Seven Sorrows students will abide by the following anti-bullying rules:

- We will not bully others.
- We will strive to help students who are bullied.
- We will strive to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, Seven Sorrows School is committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment. Seven Sorrows prohibits any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent or effect of:

1. Physically, emotionally, or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;

3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences some form of harassment or bullying should report it to the school principal. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any continued actions by students where **power**, **pattern**, and **purpose** are evident will be considered bullying and disciplinary measures will result.

**Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that harassment of any form is inconsistent with our mission of Catholic Education.**

#### **Sexual Harassment**

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as 1) threatening to impose adverse, employment Academic, disciplinary or other sanctions on a person unless sexual favors are given. 2) promising favorable benefits for sexual favors. 3) Conduct or suggestions of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs, or unwanted sexual advances
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures including derogatory and/or sexually oriented materials.
3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance, or which creates an intimidation, hostile or offensive working or Academic environment.
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer of benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report

Any student who experiences some form of sexual harassment should report it to the school principal. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that sexual harassment will not be tolerated.

**\*See Appendix for the Diocesan Policy on Harassment, Bullying, and Cyber Bullying.**

## **Suspensions**

Any infraction of school rules considered to be of a serious nature could result in suspension and possible expulsion.

Students may be suspended from school for serious offenses (e.g., truancy, bullying, threats, vandalism, insubordination, serious fighting, possession of any contraband, etc.). Students may also be suspended if they have three detentions. Parents will be notified immediately by telephone of suspension and may be required to meet with the principal before their child will be readmitted to classes. After two suspensions in a single school year, a student may be expelled for any further infraction of rules. A school suspension may result in the removal of a student's participation in any extracurricular activity until such time as the principal deems it appropriate to restore that participation.

Procedures for student suspensions:

- Infractions of a serious nature as determined by the school
- Parents/Guardians of the student will be informed as soon as possible.
- Suspensions will be implemented at the discretion of the principal
- Following the suspension, the principal will meet with the student and parent to ensure that all conditions for re-admittance are satisfied.
- Parents and students are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where possible, a student will be referred for counseling.
- Signed agreement of parents/student and a written report of the suspension will be filed in the student's file.
- After two Suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

## **Expulsion**

Seven Sorrows BVM School attempts to form young people in the ways of Catholic Faith. If a student is unwilling or unable to abide by the rules and regulations and either breaks the rules consistently or does something of a profoundly serious nature, he/she may be expelled.

Students may be expelled for any of the following reasons:

1. Proven moral delinquency, which has a bad influence on other students.
2. Chronic and incorrigible misbehavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule after written notification has been sent to the pupil and parents, warning as to the possibility of expulsion if the pupil commits another infraction.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Defiance or disrespect to a teacher or adult.
7. Students who have received two suspensions and engage in further serious violations or an accumulation of violations of the school rules and regulations.
8. In accordance with Diocesan policy, no form of harassment, threat or act of violence will be tolerated at Seven Sorrows BVM School. Such a violation may result in the expulsion of a student. These policies may be reviewed in the school office.
9. Students charged with criminal violations that occur apart from school or school related activities.

The principal of the school is the one who has the authority to expel a student. If the student is a member of the one of Catholic parishes in the Diocese, the principal should inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the principal made known to the parents/guardians who may be given the

opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

### **Appeal Procedures for Expulsion**

Parents/guardians have the right to appeal the expulsion of their student to a special Review Board. A written notice of the expulsion shall inform the parents/guardians and the student that the decision of expulsion may be appealed to the Review Board and how the appeal is to be made.

For interparochial schools, the Review Board shall consist of a committee of the Board of Education of the school. In a single parish school, the Review Board shall consist of a committee of the Board of Education. If the parish operates in one of the optional modes of governance, a committee for this purpose may be formed from the Parish Pastoral Council's Education Committee or Review Board may

be designated in the Parent-Student Handbook. Members of the Review Board shall not have any direct involvement in the case; e.g. the Pastor, principal, teacher or relative of the student.

The task of the Review Board is to hear both sides of the case, the principal's and the student's and to render an impartial judgment whether or not the proper procedures and policies were followed.

The following points should be noted regarding the appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the principal, who shall advise the Superintendent of Schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policy were followed.
  - a. Only those persons involved in some pertinent way may be present at the hearing. Legal Counsel, or other support personnel are not admitted to an appeal before the Review Board.
  - b. The Review Board is to allow each party to present their case. The Review Board members may ask any questions they deem appropriate. The Review Board will discuss their findings in private, and come to a decision in the appeal.
  - c. The Review Board may determine that the principal has followed the appropriate policies and procedures and confirm the expulsion. The Review Board may, however, determine that the policies and procedures employed do not sustain the decision to expel the student, and recommend that the principal rescind the Expulsion. The recommendation of the Review Board is to be communicated by the principal to the Superintendent of Schools.

### **Discipline Records**

Records of all disciplinary counseling, conferences and actions shall be maintained for each student at Seven Sorrows BVM School.

#### Notice:

It is the policy of our school to notify the school to which a student transfers if a student is expelled or withdraws from school and is involved in any of the following infractions:

1. An act of violence involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

## DRESS CODE

Seven Sorrows School has a uniform dress code. The official uniform supplier is Flynn O'Hara. They are located at 869 Eisenhower Boulevard, Harrisburg, PA 17111 (939-5600) (1-800-441-4122) [www.flynnohara.com](http://www.flynnohara.com).

Parents are **strongly encouraged** to purchase uniforms from Flynn O'Hara. Other brands tend to fade quickly and do not wear as well. **All uniforms must fit appropriately.** Pants may not be bell-bottoms, "flares" or cargo pants.

**Pre-Kindergarten (K3, K4)** - Children may wear play clothes.

<p><b><u>GIRLS – Kindergarten thru 3rd SUMMER</u></b>  <b>Polo Shirt</b> (light blue) Shirts must be worn tucked in  <b>Shorts</b> (navy blue) or <b>Jumper</b> (Seven Sorrows Plaid ONLY) If a Jumper is worn, it must be no higher than 2 ½ inches above the top of the knee.  <b>Belt</b> (black or brown leather) K and Grade 1 do not need a belt.  <b>Sneakers with shorts</b>– white, black, grey or blue or combination of these colors. (Must be tied.) White athletic socks ONLY must be visible and cover the ankles  <b>Shoes with jumper</b>– Kindergarten: Sneakers (no light ups or wheels) Grades 1-3: Mary Jane style (black, brown, or navy) Socks (navy blue ONLY; no lace or patterns)</p>	<p><b><u>YOUNG LADIES Grades 4- 8 SUMMER</u></b>  <b>Polo shirt or Oxford shirt</b> (light blue) Shirts must be worn tucked in  <b>Shorts</b> (navy blue) or <b>Skort</b> (Seven Sorrows plaid) or <b>Kilt</b> (Seven Sorrows plaid)          If a Skort or Kilt is worn, it must be no higher than 2 ½ inches above the top of the knee. Skorts and Kilts must not be rolled.  <b>Belt</b> (black or brown leather) required with shorts.  <b>Sneakers with shorts</b>–white, black, blue, grey or combination of these colors. (Must be tied) White athletic socks ONLY must be visible and cover the ankle  <b>Shoes with skort/kilt</b>–leather boat shoes; brown, beige or navy blue Knee Socks (navy blue ONLY; no lace or patterns) No sheer knee high socks</p>
<p><b><u>GIRLS –Kindergarten thru 3<sup>rd</sup> WINTER</u></b>  <b>Blouse</b> w/ Peter Pan Collar (light blue) Can be long sleeve or short sleeved. Worn with Jumper or Pants.          Shirts must be worn tucked in  <b>Jumper</b> (Seven Sorrows Plaid ONLY) If a Jumper is worn, it must be no higher than 2 ½ inches above the top of the knee.  <b>Slacks</b> (navy blue)  <b>Cardigan</b> (navy acrylic) OPTIONAL  <b>Tights/Leggings</b> (navy blue ONLY; no lace or patterns)  <b>Socks</b> (navy blue ONLY; no lace or patterns)  <b>Shoes</b> Kindergarten: Sneakers (no light ups or wheels)* Grades 1-3: Mary Jane style (black, brown or navy)</p>	<p><b><u>YOUNG LADIES Grades 4-8 WINTER</u></b>  <b>Oxford Shirt</b> (light blue) Can be long sleeve or short sleeved.          Shirts must be worn tucked in  <b>Skort</b> (Seven Sorrows plaid) or <b>Kilt</b> (Seven Sorrows Plaid) or Pleated or Flat Front  <b>Slacks</b> (navy) If a Skort or Kilt is worn, it must be no higher than 2 ½ inches above the top of the knee. Skorts and Kilts must not be rolled.  <b>Belt</b> (black or brown leather) required with Slacks  <b>Cardigan</b> (navy acrylic) OPTIONAL  <b>Tights</b> (navy blue ONLY; no lace or patterns) NO leggings, NO pantyhose <b>Knee Socks</b> (navy blue ONLY; no lace or patterns) No sheer knee high socks <b>Shoes</b> (leather boat shoes; brown, beige or navy blue)</p>

<p><b><u>Boys - Grades K-3 - SUMMER</u></b>  <b>Polo Shirt</b> (light blue) Shirts must be worn tucked in  <b>Shorts</b> (navy blue)  <b>Belt</b> (black or brown leather) K and Grade 1 do not need a belt.  <b>Sneakers</b> – white, black, blue grey or combination of these colors. (Must be tied)  <b>White athletic socks</b> ONLY must be visible and cover the ankles</p>	<p><b><u>Young Men – Grades 4- 8 Summer</u></b>  <b>Polo shirt or Oxford shirt</b> (light blue) Shirts must be worn tucked in  <b>Shorts</b> (navy blue)  <b>Belt</b> (black or brown leather) required with shorts.  <b>Sneakers</b> – white, black, blue, grey or combination of these colors. (Must be tied)  White ONLY athletic socks must be visible and cover the ankle.</p>
<p><b><u>Boys Grades K-3 WINTER</u></b>  <b>Polo Shirt</b> (light blue) Shirts must be worn tucked in  Can be long sleeve or short sleeved.  <b>Twill pants</b> (navy blue)  <b>Belt</b> (black or brown leather) K and Grade 1 do not need a belt. V-neck Sweater (navy acrylic) OPTIONAL  <b>Sweater Vest</b> (navy acrylic) OPTIONAL  <b>Crew Socks</b> (navy blue ONLY)  <b>Shoes</b> Kindergarten: Sneakers (no light-ups or wheels)  Grades 1-3: Dress shoes that lace (black or dark brown leather with dark rubber non-marking soles)</p>	<p><b><u>Young Men – Grades 4-8 WINTER</u></b>  <b>Oxford Shirt</b> (light blue) Shirts must be worn tucked in  Can be long sleeve or short sleeved.  <b>Twill pants</b> (navy)  <b>Belt</b> (black or brown leather) required with pants.  <b>Tie</b> (Navy blue solid or Seven Sorrows Plaid)  <b>V-neck Sweater</b> (navy acrylic) OPTIONAL  <b>Sweater Vest</b> (navy acrylic) OPTIONAL  <b>Crew Socks</b> (navy blue ONLY)  <b>Shoes</b> Dress shoes that lace (black or dark brown leather with dark rubber non-marking soles)</p>
<p><b><u>Physical Education Uniform for Boys and Girls Grades K – 8</u></b>  Must be purchased from Flynn O’Hara (except sneakers)  Pants/Shorts Navy blue gym short, navy blue sweatpants or track pants with SS logo  Shirt Gray T-shirt and/or navy blue sweatshirt (depending on weather) with SS logo  Sneakers (white, black, blue, grey or a combination of those colors) *  White, navy blue or black athletic socks (must be visible)  Students should wear their physical education uniform to school on their gym day.  *Light up sneakers, roller skate sneakers and flip flops are NOT permitted.</p>	

## GENERAL UNIFORM REQUIREMENTS

### Jewelry

Girls: A simple wristwatch, a small religious medal or cross and a single pair of small post earrings may be worn. Earrings may not dangle or hang below the earlobes.

Boys: A simple wristwatch and a small religious medal or cross may be worn. **Earrings are not permitted.**

### Hair

Hair should be kept neat and clean in a conservative style appropriate for a Catholic school. Scalp hair may not be shaved to such an extent that the scalp is exposed. Unnatural hair coloring is prohibited. Boys' hair may not fall below the eyebrow, over the collar, or over the ears and must be neatly combed and groomed. Boy's facial hair is required to be shaved, long sideburns or cut in designs are not permitted.

Girls are permitted to wear barrettes or ribbons but they must be navy blue, black, grey, white or combination of these colors.

Miscellaneous writing or drawing on the body (including temporary or permanent tattoos) is inappropriate and not permitted.

**Makeup, colored nail polish, and artificial nails (including nail tips) of any kind may not be worn.** Only clear nail polish is permitted.

Failure to comply with uniform requirements may result in disciplinary action.

**Hats may not be worn at any time in the school building.**

### Dress Down Day Guidelines

- Loose fitting jeans or sweatpants. Jeans cannot have holes
- Shorts can be worn during Summer Uniform time. Shorts, skirts or skorts must be uniform length.
- Shirts must cover midriff
- T-shirts/sweatshirts (may not contain vulgar or objectionable language and/or pictures)
- Leggings are acceptable attire for female students only when worn with a top that extends fully over the buttocks, ensuring modest and appropriate coverage in accordance with the school dress code.

### Dress Up Day Guidelines

Boys:

- Khaki/uniform type pants/shorts
- Cargo pants
- Polo or dress shirts
- Ties or bow ties optional

Girls:

- Skirts or dresses - uniform length or longer
- Dress slacks
- Shirts must cover midriff
- Jumpsuits

These special days will be announced through newsletters, flyers, emails and/or PA announcements.

## **EARLY DISMISSAL REQUEST**

Parents are asked to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these special appointments. It is the parent's responsibility to notify the school in writing if a student must be released early for appointments. The parents or authorized adult must come into the school to sign the student out and back into the school if the student is returning from the appointment the same day.

Students will be called to the office when the parent or guardian arrives for pick up.

## **EDUCATIONAL TRIPS**

Parents should plan vacations around scheduled school holidays. We allow a maximum of 2 educational family field trips, for a combined total of 5 school days. If a child must attend a legitimate educational or religious pursuit outside of school during school time, the details must be provided on an educational field trip form (available in the school office and the school's website) at least one week in advance. Approval must be obtained from the principal before a child will be excused. Students are responsible for completing all make-up work within one week of their return to school.

## **EMERGENCY PLAN**

Seven Sorrows School has a Safety and Security Plan to ensure the safety and security of all students, staff and volunteers during an emergency. No emergency plan can truly prepare the school community for a catastrophic event, but much can be done to reduce the seriousness of this type of event.

Depending on the emergency, students will either be evacuated from the building or moved to the safest place in the building. If students are evacuated, parents will be notified. Parents will be notified by text, email, or local TV as we do with snow delays and early dismissals. Teachers and staff are required to take attendance and account for each student if he/she is picked up or transported to another area. Parents must inform the school office and teachers before removing any student from their care. If students are evacuated, they may be taken to Fink School, per our emergency agreement with them. Periodically we schedule emergency drills to ensure students know what is expected.

In an emergency:      1<sup>st</sup> call the school office (717- 944-5371)  
                                    2<sup>nd</sup> call the church office (717- 944-3133)  
                                    Parents may check their phones and/or email for emergency messages.

The Middletown Police will also be kept informed. (717-902-0627 9:00 am – 2:00 pm) or (717-558-6900 after 2:00 pm)

## **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege. In addition to the code of conduct stated in our handbook, students must be academically eligible to participate in these activities. Violations of any school rule and acceptable policies may result in disciplinary action and possible loss of extracurricular privileges at the discretion of the administration and in collaboration of the professional judgement of the teachers.

All students must be academically eligible to participate in extracurricular activities.

**(Grades 4 - 8)** Academic Eligibility is as follows:

Students must maintain a passing grade of a D or better in 4 out of the 5 core subjects. Academic probation will last until grades are brought up to acceptable standards of a D or above. (Minimum of 1 week probation)

In lieu of the scheduled practice time for the extracurricular activity, students will attend a study session to improve academic performance.



**(Grades 2-8)** Violations of school rules such as repeated behavior issues that interfere with the education of others and excessive tardiness and absenteeism may also result in forfeiture of extracurricular activities. This can be more than three after school detentions, a suspension or 5 lunch detentions.

***(See the Discipline Policies on pages 10-14 for a more specific explanation of consequences.)***

## **FIELD TRIPS**

All field trips should be educational in nature and related to the curriculum for the grade or group. Teachers will ensure that there are a sufficient number of chaperones on all field trips. (A 1:5 ratio is recommended when the area is not easily supervised.) Field trips are to be arranged so students have a variety of out-of-school experiences each year. Transportation of students on field trips is generally by commercial carriers or school buses. Students unable to meet trip costs should contact the principal.

Chaperones are under the direction of the teacher in charge. Chaperones are asked not to bring other children and/or younger siblings with them. Should commercial carriers or school buses be deemed impractical, established Diocesan guidelines will be followed for all transportation. All participants on a field trip should be members of a particular activity of class, except as otherwise permitted by the principal.

**\*Chaperones MUST have all required Diocesan clearances and paperwork completed PRIOR to chaperoning a field trip. Information can be found on the school's website.**

Field trips are privileges afforded to students; no student has absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Students not attending a field trip are expected to come to school at the regular time.

Class visits to places of cultural or educational significance give enrichment to classroom instruction. The written consent of parents must be obtained for every student participating in a field trip. To insure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.

The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform the parents/guardians of the following:

1. Name, Location, date of the event
2. Cost to the student
3. Mode of transportation
4. Name of supervisor overseeing the activity
5. Parents/Guardians responsibility

*No student may participate in a field trip unless a signed parent permission slip for the specific event is on file with the principal. The signed permission slips are to be carried by the adult responsible for the trip. After the trip, the slips are to be retained on file in the school office by the principal.*

## **FLEXIBLE INSTRUCTION DAYS**

In the event of local school closures, we will follow MASD--as we usually do for snow, safety concerns, and other emergencies--and institute Flexible Instructional Days (FIDs). A Flexible Instructional Day (FID) is a tool available to schools to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in customary manner.

## **HEALTH SERVICES**

Students have the services of a doctor, dentist, and nurse provided by the Middletown Area School District. The nurse is on call to the school. Medical, dental, and eye examinations are conducted according to the Pennsylvania State Health Law. Appropriate notices are given in advance to parents before the examinations.

Parents/guardians will be notified by telephone or email if their child becomes ill during the school day or in case of emergency. If the emergency warrants, an ambulance will be called.

School insurance is available to all students.

*No medications of any kind may be given by the teacher. No student is permitted to keep medication in the classroom, in desks, lockers or on their person. All medication must be delivered to the office before the school day begins.*

Parents are requested to administer medication before or after school hours whenever possible.

If a student must receive medication during school hours, the following procedure is to be followed:

1. All prescription medication must be in the **original** container, properly labeled by a pharmacist or physician. DOCTOR'S ORDERS ARE REQUIRED FOR ALL MEDICINE ADMINISTRATION. A form stating the student's name, name of medication, amount, time and date(s) to be given and the reason, must accompany the original container. According to State Law, the doctor and parent must sign this form.
2. For students on long-term medication, a new prescription is required at the beginning of each year, or if the dosage changes.
3. Non-prescription medication may be administered by the school staff. The medication must be in the original container and labeled with the student's name. An authorization form is available in the school office and must accompany the medication. The first dose of any medication must be administered by the parent or guardian.

## **HOMEWORK**

Homework is an essential part of the study program and is required of all students in order to reinforce and expand class instruction. Therefore, it is expected that each child spend time reading, reviewing, and studying material covered in class, as well as completing work that teachers assign.

Each child in grades 2 through 8 will be given an assignment book in which to copy homework. Parents should make sure that their child documents homework assignments and completes them. Departmental teachers work together to avoid an excessive amount of homework.

The following is the Diocesan suggested time allotment for homework (Monday through Friday):

Grades 1 & 2 – 20 to 30 minutes

Grades 3 & 4 – 30 to 40 minutes

Grades 5 & 6 – 40 to 60 minutes

Grades 7 & 8 – 60 to 90 minutes

Schoolwork that is missed due to absence must be completed upon return to school in a timely manner. For example, if a student is absent for two days, they should have the assignments missed completed within two days of their return.

If a child is absent from school, and his/her parent wishes to obtain the assignments for that day, a call to the school office with this request must be made *no later than noon*, so that assignments can be gathered and ready for pick up after 3:05 P.M. on the day of the absence.

## **HONOR ROLL**

The Honor Roll System is designed to celebrate and recognize those students in grades 4-8 that achieve academic excellence and adhere to our Christian Values for any or all three of the trimesters. There are two levels of achievement for the Honor Roll:

1. Distinguished Honor Roll: All A's
2. Honor Roll: Any combination of A's and/or B's (minimum of one A)

Grading Scale: 93-100 A    92-85 B    84-76 C    75-70 D    69 F

The core subjects, as they appear on the report card, that stand alone for a letter grade are Religion, Language Arts, Math, Science and Social Studies/History. As well, Christian Values, translated into an E, P, & I.

## **INCLEMENT WEATHER**

Seven Sorrows School follows the decision of the Middletown Area School District during hazardous weather. School delays or closings announced by the Middletown Area School District are delays or closings for Seven Sorrows School. Students not living in the Middletown Area School District are required to attend Seven Sorrows BVM School when it is open. Parents must provide transportation if their home school district is closed and Seven Sorrows BVM School is open. Delays or closing will be announced via text and email and on television stations (WGAL, WHTM, FOX and WHP).

If the Middletown Area School District announces a "Two-hour Delay," Seven Sorrows BVM School will also be on a two-hour delay schedule. This means that school will begin at 10:15 a.m. Buses will pick up two hours after the usual time. For example, if your child's bus usually arrives at 7:50 a.m., the bus would then arrive at 9:50 a.m. (depending on road conditions).

## **INSTRUCTIONAL SUPPORT SERVICES**

Through the use of State funds, Seven Sorrows BVM School shares in certain services provided for all non-public schools under Act 89. Capital Area Intermediate Unit provides the following:

- Speech and Language Therapy
- Remedial Reading and Math
- Counseling and Psychological Services
- Title I services provide remedial math and reading to our lower grades

## **LOCKERS**

Students in the Junior High (grades 6, 7, 8) will be assigned lockers. The following guidelines for locker use will be followed:

1. Lockers must be locked at all times.
2. Students may not change lockers without permission.
3. Students may not use unused lockers.
4. Lockers are school property and may be inspected at unannounced times.
5. Lockers are a privilege for the students, are costly to repair or replace and, if damaged, are the responsibility of the student.
6. To avoid lost or stolen items, combinations are not to be given to any other student.

## **LUNCH PROGRAM**

Students in K5 through 8<sup>th</sup> grade have the option of buying a lunch or packing. Please visit [sevensorrowsschool.com](http://sevensorrowsschool.com) for our monthly menu and current lunch cost. Cafeteria charges are added to your Simple Tuition Solutions account and considered incidental billing and will be due on the 20<sup>th</sup> of each month.

NOTE: NO Soda is permitted in a packed lunch. Use of a microwave is NOT available for packed lunches.

## **MISSIONS**

Money raised for the missions will be done with a variety of activities throughout the school year. We encourage parents and students to participate in these efforts when possible.

## **MUSIC CONCERTS**

Attendance at the Christmas and Spring concerts are mandatory for all students. Concert attire for the Christmas and Spring concerts will be communicated by the Music Director to students and families prior to the concert.

## **NATIONAL JUNIOR HONOR SOCIETY**

During the 1981-82 school years, Seven Sorrows BVM School established the Rev. Msgr. George V. Lentocha Chapter of the National Junior Honor Society. The purpose of this chapter is to create an enthusiasm for superior scholarship and to instill in the students exemplary qualities of character.

In November, students from grades 7 and 8 are selected for induction into the National Junior Honor Society. A council consisting of three faculty members and the principal will select NJHS members. Selection of members will be made in accordance with the constitution of the National Junior Honor Society. Upon completion of the selection process, the selected students will be notified and induction of the new members will take place. The students involved will become an active group in the school and will function in accordance with the constitution of the National Junior Honor Society.

Membership in the NJHS is both an honor and responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character, and citizenship. A member who fails to maintain these standards may be dismissed from the NJHS. A student who is dismissed from the Society or resigns may not re-apply. Specific service projects are set-up by the members and Advisor. All members are expected to participate or give written notice to the Advisor in advance.

Selection Procedure for National Junior Honor Society:

1. Seventh and eighth grade students' academic records will be reviewed to determine scholastic eligibility. Students must have attended Seven Sorrows School for at least one semester.)
2. Students who are eligible scholastically will be notified. In order to be considered for membership, the student must complete the student activity information form that will be given to them.
3. The faculty council will review the student activity information form. Candidates receiving a majority vote of the will be inducted into the Chapter.

To remain a member of the National Junior Honor Society, a student must maintain 3A's and 2B's in all core subjects. Should a student fail to maintain 3A's and 2B's for one quarter, he/she will be placed on probation. Should the student fail to improve during this time period, he/she will be dismissed from the National Junior Honor Society. Students will be informed of this through a formal letter signed by the National Junior Honor Society moderator and the principal. Students are also required to volunteer a certain number of service hours each trimester to the school, parish and or community to maintain NJHS membership status.

## **PARENTS & TEACHERS TOGETHER (PTT)**

Every Parent and guardian are members of our PTT. The PTT board members organize and lead school activities to support the mission of our school. Enhancing the educational experience for all students and school ambassadorship are the core responsibilities of PTT.

The Parents and Teachers Together hold committee and open meetings monthly. Parental participation in meetings and all activities the association sponsors is strongly encouraged. In order to hold an office and/or leadership position, a parent must be voted in to the PTT by the current board members and approved by the principal.

#### Roles & Responsibilities of the PTT Board:

- Attend meetings
- Serve on the committee for a full academic year (minimum)
- Support development initiatives
- Coordinate volunteer participation to support school programs and fundraising events.
- Host extracurricular activities that build community and increase school spirit.
- Support the school administration, school board, and teachers in their goals
- Honor confidentiality of information that is discussed by the PTT.

#### PHONES/SMART WATCHES

Student cell phones/smart watches must be turned off while in school and placed inside backpacks or lockers. No photographing or text messaging is permitted by students. Students not following the cell phone/smart watch guidelines will have their cell phones/smart watch removed and stored in the office for pick up.

#### PROFILE OF A GRADUATE

##### Spiritually, each graduate:

- Understands and demonstrates the doctrines of the Catholic faith
- Lives in a Christ-like manner
- Strives for continuous growth in their spiritual journey

##### Emotionally, each graduate:

- Shows humility
- Exhibits grace in competitive endeavors
- Displays empathy for others

##### Academically, each graduate:

- Strives for daily improvement in all academic areas
- Thinks critically and creatively to problem solve and make effective decisions
- Demonstrates proficiency in writing, speaking, and listening skills
- Uses current technology competently in a responsible manner as an educational tool

##### Physically, each graduate:

- Displays good health habits
- Seeks to maintain good mental health
- Maintains a balanced sense of image for self and others

##### Socially, each graduate:

- Performs Corporal and Spiritual Works of Mercy
- Serves as a role model
- Works cooperatively and communicates effectively with others

#### PROMOTION/RETENTION

Satisfactory completion of each grade is expected of each student. The promotion and retention policy of Seven Sorrows BVM School follows the guidelines of the Diocese of Harrisburg.

If the teacher and SST team has determined that repeating a grade is in the best interest of the child, the parents/guardians will be notified of this decision. **Any child who fails eighth grade may not repeat the grade in Seven Sorrows BVM School.** Records for any child entering ninth grade who failed one or more major subjects will be withheld until the completion of the failed subjects during summer school.

## **RAISE RIGHT (formerly ShopwithScrip.com)**

SCRIP is a gift card program we offer to help reduce the cost of your tuition obligation. Cards are purchased at face value. 75% of the rebate earned will come back to you once a month as a credit against your tuition. There are no cash hand-outs. Family and friends can purchase cards and have their rebates earmarked toward your tuition. Get started at raiseright.com

You can purchase cards electronically, before and after weekend Masses, or in the Parish Office during the week. Using an order form found on our website, you can also order cards through the school office by Friday at 3:00pm (with a delivery date of Thursday or Friday the following week). Cards must be paid up-front, with no exceptions. For more information, visit [sevensorrowsschool.com](http://sevensorrowsschool.com) (under the Admissions tab, reduce tuition).

## **RECESS**

Weather permitting; the children will spend recess time outdoors. If, for reasons of health, your child is not to be outside, a doctor's note is required. During cold weather, children should be dressed accordingly.

## **SACRAMENTAL PREPARATION**

Parents and guardians of students who are preparing for the reception of the Sacraments of Reconciliation, Holy Eucharist and/or Confirmation, are required by the Diocese of Harrisburg to attend a mandatory information session. The dates of these information sessions will be announced in advance. A sacramental fee may apply to offset the costs of any retreats that are held prior to receiving the sacraments.

## **STUDENT SUPPORT TEAM (SST)**

In cases where students have instructional needs, the Instructional Support teacher will convene an SST which will include, but not be limited to, principal, parents, classroom teachers, I.U. staff, resource teacher and other support personnel. The student may be a part of this team. The SST will identify areas of need based on teacher observation, educational evaluations, previous and present academic records, standardized tests, and any other assessments.

From the data collected, a Learning Plan is written with accommodations and modifications. Parents must give their signed consent and participate in the Learning Plan.

## **TRANSPORTATION**

Bus transportation is provided by each student's home school district, in accordance with PA School Code. Seven Sorrows school office arranges bus transportation for students. Contact must be made with the school office in order to set up bus transportation.

The Bureau of General and Academic Education of the Department of Education, Commonwealth of Pennsylvania, have outlined the following regulations:

1. Always wait for the bus to stop before getting on or off.
2. Once seated in the bus, remain seated until it has stopped completely.
3. Never tamper with windows; never put hands, arms, legs or any part of your body out of the window.
4. Do not tamper with any part of the bus or its equipment.
5. Do not disturb or otherwise annoy the driver.
6. When leaving the school bus, cross the street only when the patrolman or driver has signaled that the way is clear.

Misconduct on the bus will be reported to the school office and parents will be subsequently notified in writing. As noted below, suspension of bus privileges may result:

### **Consequences for Bus Violation:**

- 1st time – warning – matter resolved by Principal and student.
- 2nd time – warning – Parent and student conference with Principal.
- 3rd Conduct Report – Loss of bus privilege for 5 days.
- 4th Conduct Report – Loss of bus privilege for one month.
- 5th Conduct Report – Loss of bus privileges for the remainder of the school year.

Students are not to vary their appointed means of transportation unless absolutely necessary. The school office should always be notified in the event of a change. This restriction has been established for the safety of your children.

School districts will only permit students from their own districts to ride their buses, as they are only legally responsible for the children of the district's taxpayers.

In the event of a bus breakdown, an alternate bus will resume the schedule as soon as possible. All students should remain at the bus stop AT LEAST 30 minutes past the scheduled pickup time.

Below are the contact numbers for the public school transportation office:

**Middletown - 717-948-3300**

**Steelton-Highspire - 717- 704-3800**

**Derry Township - 717- 566-7422**

**Central Dauphin - 717- 545-4703**

**Elizabethtown - 717- 367-1521**

**Lower Dauphin - 717- 566-5340**

**Harrisburg - 717-703-4055**

## **TUITION**

Families that are registered parishioners of a Catholic church within the Diocese of Harrisburg qualify for the Catholic tuition rate, providing they submit a sealed Verification of Parishioner Status form to the school office in a timely manner.

Once registration is received, each family must set up an account, choose a payment plan, and add banking information in Simple Tuition Solutions (STS) allowing tuition to be collected directly from your bank account on file.

Cafeteria and Extended Care charges are considered Incidental Billing and will be due on the 20<sup>th</sup> of each month.

Seven Sorrows is operated as a faith community, and not as a commercial or secular enterprise. The school provides the opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parent(s) that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any level of educational services or to provide such services involuntarily.

## **Records of students who transfer to another school will be withheld until all tuition payments and fees are settled.**

Families may apply for tuition assistance available through scholarship programs. All information related to this application process is confidential. Please visit [sevensorrowsschool.com](http://sevensorrowsschool.com) for more information.

## **VISITORS**

Visitors must sign in and receive a visitor's badge from the school office. Visitors must be escorted at all times while in the building. All visitors must report back to the school office, sign out, and return their visitor badge upon leaving the building.

## **VOLUNTEER POLICY**

Volunteers are an integral part of the school community. Each family is asked to volunteer a minimum of at least 20 hours toward school-sponsored activities by May 1 of each school year. Any hours that are earned May through August will count towards the following school year. Families that do not fulfill their 20 hours by May 1st will be charged a \$200.00 activity fee. Each family will be required to track and log their own hours. Some Volunteers activities require Diocesan-mandated clearances. Volunteer Clearances can be applied for online and are verified through the Parish Office.

Listed below are some of the qualifying volunteer activities. Service from extended family members may be counted toward a family's hours.

**Qualifying Volunteer Opportunities:**

8th Grade Graduation  
Basketball  
Book Fair  
Cafeteria Helper  
Church Festival  
Classroom Helper  
Development Events  
Eggs  
Field Trip Chaperone  
Fish Fry  
Nature Lab  
Oktoberfest

Playground Monitor  
PTT Board Member  
PTT Programs  
Raise Right Sales at Mass  
Religious Education Teacher  
School Board Member  
School Drama Program  
Summer Cleaning  
Track  
Uniform Closet  
VBS

**WEAPONS OR THREATS OF VIOLENCE**

The possession of any weapon on school property or at any school-related activity is reported immediately to Law Enforcement Officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the Judgment of the principal, there are no extenuating circumstances, the student shall be expelled from the school.

The Principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/her or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In serious situations, students who are considered to pose such a threat to themselves or others may be expelled.

**\*See appendix for the Diocesan Policy on Weapons or Threats of Violence.**

***Right to Amend***

*This handbook is intended to be a guide to the school policies and procedures for the benefit of the school and its students. It is not a contract and is not intended to vest any particular rights. The school reserves the right to deviate from literal compliance with these terms where the Pastor and or principal deem it necessary in the interest of the school and the students or to change or modify the application of the matter discussed herein.*

*The school principal of Seven Sorrows BVM School, in consultation with the Pastor and the Seven Sorrows School Board of Education, reserves the right to amend this handbook when circumstances warrant it.*



**Family Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Student Agreement 2025-2026**

**You and your child (ren) are asked to read this handbook carefully and sign below.  
Please return the signed form to the School Office as soon as possible.**

☐

Please check here asserting that you have read and agree to abide by all the policies and procedures as outlined in the Parent/Student Handbook.

We understand and agree that we are responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.  
We understand that the handbook does not create any contractual obligations, express or implied, on the part of the Diocese or the school.  
We understand that any amendment of the handbook will always govern and supersede any prior versions.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Keep your copy of the handbook in a convenient place for easy reference.  
Thank you!



## **APPENDIX**



**DIOCESE OF HARRISBURG  
CATHOLIC SCHOOL PARENTS  
MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in a Catholic School I understand and affirm the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its Principal have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

All Schools in the diocese will add this statement to their Handbooks and make specific reference affirmation to this in their registration materials. Parents would affix their signature to the appropriate registration document, which the school will keep on file.

Approved: July 1, 2014  
RWG/Bishop of Harrisburg

## **DIOCESE OF HARRISBURG HARASSMENT, BULLYING AND CYBERBULLYING**

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences some form of harassment or bullying should report it to the school Principal. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that harassment of any form is inconsistent with our mission of Catholic education.

Policy Revised: July 1, 2009  
KCR/Bishop of Harrisburg

## **DIOCESE OF HARRISBURG ANTI-HAZING POLICY**

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students. Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding." (From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school Principal. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law. Policy

Adopted: July 1, 2016  
RWG/Bishop of Harrisburg

**DIOCESE OF HARRISBURG  
WEAPONS OR THREATS OF VIOLENCE**

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school.

The definition of “weapon” shall include but is not limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. In addition, the Principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon. A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/herself, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

Policy Revised: July 1, 2016  
RWG/Bishop of Harrisburg



## **DIOCESE OF HARRISBURG GENDER IDENTITY POLICY**

Students Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church. The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin.

In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex.

This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in immoral action and impose an unacceptable burden on others in the school community.

When parents enroll a child in a Catholic school in the diocese they agree that they will not publically act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted: January 1, 2015  
RWG/Bishop of Harrisburg

## **DIOCESE OF HARRISBURG CODE OF CHRISTIAN CONDUCT**

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents/guardians, teachers, administrators, family and friends— is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbooks.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels)
- Abusive and/ or threatening electronic, written or verbal communication
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property

## **DIOCESE OF HARRISBURG**

### **Technology**

#### Curriculum

#### 6230 Technology

Technology, including computers and the Internet, has become an essential tool in the education of students beginning at the primary level of education. Every school shall provide access to and training on computers, curriculum software, and the proper use of the Internet as well as other appropriate technology.

Through technology, each student can be connected to a wealth of knowledge and information. The basic objective for the use of technology, computers and the Internet in elementary and secondary education is to support the education of the student. This objective is accomplished by providing students with access to the many and varied resources provided by technology and computer programs ranging from basic typing skills to advanced programs in mathematics, science, writing, theology, religion, research and language arts. Through the use of the Internet, students are enabled to do collaborative work with students around the world as well as research using worldwide databases.

The Diocesan Technology Task Force assists the Diocesan Curriculum Administrators to monitor and update technology in our schools.

Each school shall formulate and implement its own technology plan consonant with the approved Diocesan plan, including staff development.

Schools will designate a Technology Coordinator to coordinate, monitor and evaluate the overall use of school computers and the Internet.

Students are responsible for good behavior when using school computers and the Internet. Student files on the school computers are considered school property and are fully available to the school staff. The technology administrator for the school may review files and Internet communications to maintain system integrity and ensure that the students are using the technology systems responsibly. No student will have access to school computers and /or the Internet without staff supervision. A student may lose access to school computers and/or the Internet if found in violation of this policy. Restitution for damage to school computers and /or software applications will be the responsibility of the parents/guardians of the student.

Each school is to establish a policy dealing with the use of technology relative to the following points:

- Receiving, displaying, or sending offensive messages and/or pictures
- Using obscene language in communication
- Insulting, harassing or verbally attacking others
- Receiving, displaying or sending offensive, threatening, violent and/or destructive information or pictures on the Internet
- Damaging computer equipment, programs and networks
- Violating copyright laws
- Using another student's password, folders, work, and e-mail
- Using unauthorized access to restricted information
- Playing games other than assigned by a teacher for educational purposes
- Employing school computers and the Internet for commercial purposes.
- Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals
- Revealing on the Internet one's personal address and/or phone number or the address and/or phone number of any other person without the permission of that person and the permission of the teacher
- Use of "chat rooms" on the Internet, which are morally inappropriate and violate Catholic doctrine and/or moral teaching

- Using “foreign” disks that have not been screened for viruses
- All e-mail messages are the property of the school/organization who are owners of the equipment
- Any other use of technology which would be deemed inappropriate by the school

*Posting Information on the Internet: The internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.*

Policy revised: July 1, 2006

KCR/Bishop of Harrisburg



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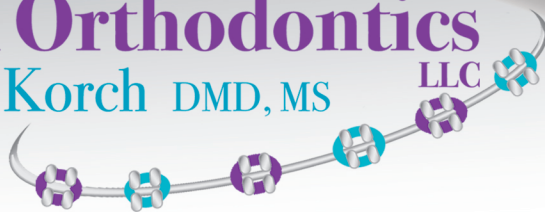
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